

Sea Grant Knauss Marine Policy Fellowship Host Prospectus 2016



The National Sea Grant College Program's Dean John A. Knauss Marine Policy Fellowship, established in 1979, provides a unique educational experience to students who have an interest in ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources. The program matches highly qualified students enrolled in graduate programs with "Hosts" in the legislative and executive branch of government located in the Washington, D.C. area, for a one year paid Fellowship.



Sea Grant



State Sea Grant Programs across the USA

The National Oceanic and Atmospheric Administration's (NOAA's) National Sea Grant College Program is located in Silver Spring, Maryland. The National Sea Grant College Program works closely with the 32 state Sea Grant programs located in every coastal and Great Lakes state and Puerto Rico. These programs serve as the core of a dynamic, national university-based network of over 300 institutions involving more than 3,000 scientists, engineers, educators, students and outreach experts. This network works on a variety of topics vital to human and environmental health—topics such as water quality, coastal hazards and biotechnology. Through their research, education and outreach activities, Sea Grant has helped position the United States as the world leader in marine research and the sustainable development of coastal resources. Sea Grant activities exist at the nexus of local, state, national and sometimes international interests. In this way, local needs receive national attention, and national commitments are fulfilled at the local level.

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National Sea Grant
College Program

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Sea Grant



Introduction

The Dean John A. Knauss Marine Policy Fellowship program is open to the legislative and executive branches of the federal government in the Washington, D.C. area. The National Sea Grant Office will fully fund legislative branch fellows at a level of \$56,500 per year. The executive branch offices will be financially assessed \$60,000 for each fellow. Of the \$60,000, \$3,500 will be allocated to the National Sea Grant Office to cover the administration costs of the fellowship program.

Prospective hosts will provide an educational opportunity to individuals who will in turn provide substantial and professional contributions to the office. The hosts are expected to provide opportunities for involvement in substantive issues that support the fellows' professional and educational accomplishments and goals.

Selection

Host selection will be based on the following criteria:

- The quality of the fellowship opportunity.
- The level of educational benefit for the fellow.
- The host office's previous experience working with interns, fellows or other mentoring/educational programs.
- The level of financial commitment. Executive hosts are required to provide the entire cost of the 12-month fellowship which covers stipend, health insurance reimbursement, and travel costs.

Duration: One year, non-renewable

Dates: February 1, 2016 - January 31, 2017



Why Host a Fellow?

Fellows are more than students or interns. They are graduate students or recent graduates with PhDs, Masters, and JDs that focus on marine- or aquatic-related fields. Fellows are selected to participate in the program based on a combination of academic record, statement of career goals, recommendations and endorsements, and relevant experience. They are capable of working alongside federal partners and legislators, and excited to learn about the process of policy-making.

Executive Branch Hosts

The majority of each class of fellows serve in the Executive Branch. While NOAA has traditionally been the leading agency host for fellows, in recent years many other agencies have joined the program. Ranging from the Department of Energy to the US Army Corps of Engineers, Department of the Interior (Fish and Wildlife Service, USGS, and at DOI headquarters) to the Department of State, Fellows have found successful host offices around the Washington metro area. Hosts are required to create a job description showing how their work relates to ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.

Legislative Hosts

Up to ten Fellows each year are selected to work in legislative offices. Fellows have served in a variety of Republican and Democratic legislative offices, and as staff on relevant minority and majority committees. They are given responsibility for portfolios that include natural resources, ocean issues, forestry, and have contributed to writing and reviewing legislation. A full member of the staff, the Legislative Fellows report to Legislative Directors and Committee Staff.





Timeline

November 4, 2015

- Registration Deadline for Hosts (in PIER database)
- Deadline for Position Descriptions

November 11, 2015

- Deadline to send in interview availability during Placement Week

November 16-20,
2015

- Presentations
- Interviews

November 20, 2015

- Host Offices complete their finalist preference in rank order
- Hosts are notified of placements

February 1, 2016

- Fellowship begins

March 1, 2016

- Professional Development Plans due to Program Manager

Summer 2016

- Meet with Host, Fellow and Program Manager to discuss progress and goals

January 31, 2017

- Fellowship ends



How to Sign Up

If your host office is new to the Knauss Fellowship program, please contact the Program Manager, Julia Galkiewicz to discuss potential roles and responsibilities for fellows(301-734-1067; oar.sg.fellows@noaa.gov)

If your office has participated in the Knauss Fellowship program already, please log into the Host Database to update your host office information: <https://pier.seagrant.noaa.gov>

The deadline to apply as a host and update the placement profile is November 4, 2015.

After an account has been created and approved, and successful login has taken place, each user will be able to create a profile and job description for that specific host office. If needed, a host office has the option to post more than one position description in the database. If selected as a participating host, this description will be made available to prospective fellowship applicants and incoming finalists.

Hosts are also asked to include and update the following information in their profile:

- Host location and contact information (address, phone, fax)
- Fellowship supervisor(s)
- Point of contact during Placement Week
- Preferred time of presentation and name of presenter during Placement Week
- Directions to host office
- Position Description(s)

Please contact OAR.SG.fellows@noaa.gov if you have any problems with the database or need help retrieving your username and/or password.



Placement Week

November 16-20, 2015

For a more thorough review of the Placement Week process, please review the [Placement Week Manual for Hosts](#).

1. [Presentations](#)

At the start of Placement Week, hosts who have completed their online application and been approved by the National Sea Grant Office will give a 10 minute presentation (7 min. with 3 min. for questions) to the finalists (finalists become fellows once they have been matched with a host office, and have received the financial award) outlining the principle duties of the office and the role the fellow would play in that office.

2. [Interviews](#)

Hosts will submit their availability during the week for interviews, the location of the interviews, and the individuals conducting the interviews. One half hour is allocated for each interview. Finalists will select host offices with whom they will interview at the beginning of the week. Interview sign up sheets will be faxed to the host offices and interviews will go until 2:00pm on Thursday, November 19.

3. [Placement](#)

Hosts will fill out a ranking sheet of Finalists they have interviewed, and email this to the Program Manager (oar.sg.fellows@noaa.gov). The rankings will be provided to the finalists on Friday, November 20. Finalists will choose, following the rank order provided by the host offices, which host office they will commit to. A finalist may only choose one host office. Once a finalist has chosen a host office, that finalist must cross his/her name off of every other list on which they are ranked. The process continues until everyone has selected a host office.



Beginning the Fellowship

The fellowship begins February 1, 2016 and runs through January 31, 2017. The start and end dates are flexible to accommodate the host and fellow's schedules. Please consult the Knauss Program Manager (oar.sg.fellows@noaa.gov) if you have questions regarding start and end dates. Upon acceptance, fellows have committed to the fellowship program for a full year. Early withdrawal from the program (unless approved by the Knauss Program Manager) is deemed unacceptable and will forfeit the status and privileges of the fellowship.

Reporting Requirements

Sea Grant Knauss Fellows will be administratively responsible to their sponsoring Sea Grant Directors during their terms in Washington, D.C., but must be responsive to the administrative and technical needs of the host to whom they report. The role of the Knauss Program Manager in the National Sea Grant Office is one of ombudsman between the fellow, the host, and the state Sea Grant Program.

Regular contact with fellows will occur throughout the year. If a conflict arises, a meeting with the Knauss Program Manager will be scheduled.





Host-Fellow Relationship

Specific Items Requested of the Host

- Fellow should meet with the staff they will work with closely.
- If there are useful meetings or conferences prior the start of the fellowship, the fellow should be made aware of them (and possibly attend).
- Maintain contact with the fellow prior to their arrival. Arrange start date with the fellow.
- Prepare space and needed equipment (e.g., computer, phone) prior to the fellow's arrival. Provide general office information and paperwork prior to the fellow's arrival (e.g., forms for obtaining an ID, who to go to for general office support).
- Create a Professional Development Plan with the fellow documenting goals and expectations for the fellowship year.
- Allow the fellow broad exposure to the issues and projects of the division/office. This may include meeting with other office staff or participating in joint projects with other offices.
- At the start of the fellowship, review office policies including work hours; time for the fellow to work on their school commitments (if any); vacation; sick leave; and attendance at fellowship functions, conferences, hearings, and meetings.
- Hosts are asked to provide clear expectations and guidance for the fellows with respect to the items above.

Host offices are providing an educational opportunity to an individual who will provide a substantial, professional contribution to the office. At a minimum, fellows must be provided with a desk, phone, computer, Internet access, and file storage space. Additionally, fellows who are still involved in their graduate program may need time to complete their academic requirements. Thus, requirements of time in the host office must be flexible.



Host-Fellow Relationship

The Sea Grant Knauss Marine Policy Fellowship Program is a learning experience and a unique educational opportunity. Through this fellowship, hosts provide Fellows with increased knowledge relative to the ocean, coastal, and Great Lakes resources and the marine policies affecting those resources. The fellow and the host must be sensitive to each other's mutual responsibilities in achieving a balance between office and educational demands. The fellow should honor the working protocols of the host office and contribute to useful and relevant products.

At the same time, the host is expected to provide opportunities for involvement in substantive issues that honor the fellow's legitimate professional, educational, and developmental goals. This can include encouraging fellows to attend fellowship functions, hearings and lectures, and encouraging participation in field research that relates to office goals and the fellow's personal interests.

The fellow should be treated in a professional manner by the host, and be considered an equal staff person in the host office. These guidelines have been designed to provide the greatest opportunities possible to fellows and hosts. Departures from the guidelines may be made at the discretion of the Knauss Program Manager only.

Professional Development Plan

Fellows are required to complete a Professional Development Plan that lists the goal of the host office, the fellow's primary responsibilities, planned professional development and training activities, and professional and personal goals for the year. These plans will be written following conversations between Host and fellow in the first month of the fellowship to document expectations for the year, and may be revised during a mid-year review with the fellow.



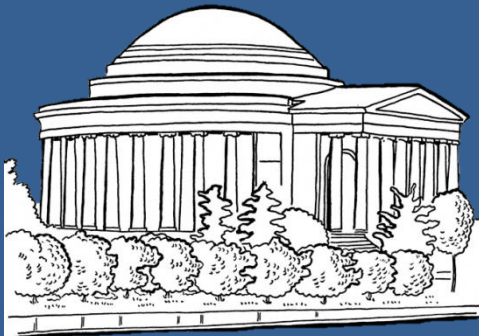
Host-Fellow Relationship

Conflict Resolution

Participation in the fellowship program is a privilege, not a right, for both fellows and host offices. To earn this privilege, fellows must continue to justify this benefit by demonstrating diligence and adaptability to the host environment. Likewise, the host office should be sensitive to the fellow's educational needs. The Sea Grant Knauss Program Manager, after due consultation with and in consideration of the mutual rights and interests of the fellow, the host, the sponsoring state Sea Grant Director, and the National Sea Grant Office will adjudicate problems that may arise.

Early withdrawal from the program

Situations may arise over the course of the fellowship year in which a fellow decides to leave the program early. This may be due to personal reasons, conflicts with a host, or to move on to an employment opportunity. Each situation will be handled on a case by case basis. There will be an open discussion between the host, fellow, and the Sea Grant Knauss Fellowship Program Manager to determine the fellow's transition out of the program in a way that is acceptable to all parties. Fellows that do not complete at least 11 months of the fellowship will not be considered alumni.





Travel and Leave

Travel

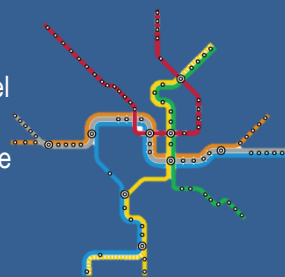
The local Sea Grant program receives and administers \$9,000 per fellow to be used to cover mandatory health insurance for the fellow and moving expenses. Any remaining funds shall be used during the Fellowship year to satisfy academic degree-related activities and for fellowship-related activities. During the year, an executive host may provide supplemental expenses for work-related travel by the fellow, i.e., conferences, workshops, short courses, or similar opportunities.

The host and the sponsoring Sea Grant must approve all travel in advance. A letter of request (paper or email) should be initiated by the fellow and approved by the host. This request will be sent to the Sea Grant Director, explaining the reason for the trip and approximate costs. This process must be completed well in advance to ensure adequate opportunity for the host and Sea Grant Director's comment and approval. If the travel is in question, the Sea Grant Knauss Program Manager will mediate the situation as needed. All international travel must be approved by the Knauss Program Manager via the NOAA Grants Online system.

Leave

The host office should grant reasonable sick leave and vacation time in accordance with federal standards. Time spent outside of the office on academic requirements, conference attendance, and other fellowship related travel is not to be considered vacation time or sick leave.

Fellows may not be penalized for time spent outside of the office for any of the reasons noted above. Credit hours may be considered in circumstances where fellows are required to work more than 40 hours in any given week.





Finalist Selection

Evaluation Criteria and Weighting

1. Recommendations and/or endorsements of student (15% total):

Endorsement/content of the letter from the applicant's state Sea Grant Program Director, the applicant's major professor, and the second letter of recommendation.

2. Academic record and statement of career goals and objectives of student (45% total): Quality of the applicant's personal education and career goal statement (30%); strength of academic performance (15%).

4. Additional relevant experience (40% total) related to: diversity of education, extra-curricular activities, honors and awards, and interpersonal, written, and oral communications skills. For the Sea Grant Knauss Fellowship Program, relevant experience would be in marine or aquatic-related fields.

Review and Selection Process

State Sea Grant Review

Each step in the selection process both at the state level and national level are based on the evaluation criteria listed above. At the state level, a panel composed of three members, all from the state Sea Grant program, individually discuss each application. Following this discussion, an individual score is provided by each panel member. Once all applications have been discussed and scored, an average score is computed for each application by the state Sea Grant program. The successful applicants are then submitted by the state Sea Grant program to the National Sea Grant Office for the national review.



Finalist Selection

National Review

For the national review, a review panel is assembled to select the class finalists. The panel includes representation from the Sea Grant Association, the National Sea Grant Advisory Board, and the current class of fellows. Each panel member is assigned applications to review before the panel meeting. During the panel meeting each application is individually discussed. Following this discussion, an individual score is provided by each panel member.

Once all applications have been discussed and scored, an average score is computed for each application by the Sea Grant Knauss Program Manager or designee. In general, the successful applicants are selected based on the average score; however, the selecting official may select lower scored applicants based on specific selection factors. The successful applicants are then placed into either the legislative or executive group by the selecting official based upon the applicant's stated preference, the application materials submitted, and the individual comments of the panel members.





Recent Host Offices

Executive

National Oceanic and Atmospheric Administration

Department of Transportation

Department of Defense, Navy

Department of State

Environmental Protection Agency

National Science Foundation

Department of Energy

Department of the Interior

- US Fish and Wildlife Service
- Bureau of Ocean Energy Management

Legislative

Senate

- Senators: Roger Wicker, Brian Schatz, Tammy Baldwin, Edward Markey, Patty Murray, Daniel K. Inouye, Maria Cantwell, Sheldon Whitehouse, Barbara Boxer, David Vitter, Frank Lautenberg
- Committee on Commerce, Science and Transportation

House of Representatives

- Representatives: Sam Farr, Lois Capps, Michael Thompson, Jared Huffman, Alan Lowenthal, Chellie Pingree, Ron Kind, Tom Allen
- Subcommittee on Insular Affairs, Oceans and Wildlife
- Science Committee, Committee on Natural Resources





History of the Fellowship

In 1979, the National Sea Grant Office, in fulfilling its broad educational responsibilities, implemented the National Sea Grant Federal Fellows program to initially provide an educational experience in the policies and processes of the legislative branch of the federal government. Later, the program was expanded to provide opportunities within the executive branch of the federal government in the Washington, D.C. area. Recognizing the value of this program, in 1987 the U.S. Congress stipulated in P.L. 100-220 that the Sea Grant Federal Fellows Program become a formal part of the National Sea Grant College Program Act. The recipients are designated Dean John A. Knauss Marine Policy Fellows in honor of one of Sea Grant's founders and former NOAA Administrator, John A. Knauss [33 U.S.C. 1127 (b)].



John A. Knauss, a leading expert on oceanography, geophysics and public policy, born in Detroit, Michigan, September 1, 1925. Ph.D., 1959, Scripps Institution of Oceanography; Graduate School of Oceanography (founding dean), University of Rhode Island, since 1962; Administrator of NOAA, 1989-1993.



Contacts

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[http://seagrants.noaa.gov/FundingFellowships/Knauss
Fellowship.aspx](http://seagrants.noaa.gov/FundingFellowships/KnaussFellowship.aspx)

